



ENVIRONMENT & SUSTAINABILITY POLICY

Introduction/Purpose

This Environmental & Sustainability Policy aims to integrate a philosophy of sustainable development into all our organisation's activities and to establish and promote sound environmental practice in our operations.

Melbourne IT aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst our people, partners and vendors, and where possible, our customers.

What sustainability means to us

At Melbourne IT, we strive to not only be sustainable as an organisation to our shareholders, but also to ensure we operate in a way that is environmentally conscious. Sustainability for us not only means ensuring we comply with our legal and ethical obligations, but to apply sustainability in our day to day operations in practical ways. This includes:

- Ensuring we recycle as much waste material as possible
- Avoiding the use of paper where possible, optimising our digital assets and online tools in replacement of hard copy materials
- Recycling equipment that is no longer of use to the company instead of disposing them. For example, ensuring used mobile phones are issued to recycling centres, recycling printer cartridges, recycling or donating used office items such as furniture and computer hardware like printers to charitable organisations or our people
- Keeping energy usage low. For example, making use of low energy light bulbs throughout premises, using light sensors in meeting rooms and ensuring that computers are shut down after work.
- Encouraging sustainable transport options and flexible working arrangements to our people
- Avoiding unnecessary travel by making use of instant messaging, webcams, video and telephone conferencing



Our commitment to sustainability

Our commitment to sustainability is about ensuring we take all practical actions in our power to deliver on becoming a sustainable and environmentally responsible organisation. This includes:

- Providing a safe and healthful workplace
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood
- Being an environmentally responsible neighbour in our community
- Conserving natural resources by reusing and recycling
- Using, in our own operations, processes that do not adversely affect the environment
- Ensuring the responsible use of energy throughout the organisation
- Participating in efforts to improve environmental protection and understanding
- Taking steps to improve environmental performance continually
- Conducting audits, evaluations, and self-assessments against these commitments and policy
- Working with suppliers who promote sound environmental practices
- Enhancing awareness among our employees, volunteers, and users – educating and motivating them to act in an environmentally responsible manner
- Complying with, and exceeding where practicable, all applicable legislation, regulations and codes of practice
- Integrating sustainability considerations into all our business decisions
- Ensuring our people are aware of our policy and are committed to implementing and improving it
- Minimizing the impact on sustainability of all office and transportation activities
- Ensuring our partners, vendors and suppliers are aware of our Sustainability Policy, and encouraging them to adopt sound sustainable management practices
- Reviewing and improving our sustainability performance ongoing

The role of the Melbourne IT Board

The Board and our Executive Leadership Team will role model and lead the commitment to these practices, including:

- Remaining committed to corporate sustainability initiatives
- Reviewing the Policy and business practices on a regular basis in relation to corporate sustainability
- Make recommendations and suggestions around improvements to sustainability and management practices
- Assisting in communication, particularly to shareholders and investor communities, in relation to the our approach and commitment to sustainability
- Specifically considering how the board can implement sustainable and environmentally responsible activities in their day to day practices (such as use of paper, travel etc)

Policy ownership or contact information

For more information on the Company's approach to the environment and corporate sustainability, you can discuss with the Executive Leadership Team or People and Culture.